

July 30, 1999

**MEMORANDUM**

TO: Fiscal Officers of State Agencies  
And Institutions

FROM: Lewis R. McCabe, Jr., Manager  
General Accounting

SUBJECT: Deposit Type Reporting

Effective **August 16, 1999**, the Department of the Treasury (Treasury), with the assistance of the Department of Accounts (DOA), will implement new procedures through the Commonwealth Accounting and Reporting System (CARS) to identify the types of state deposit transactions of state agencies and institutions. To accomplish this, the fifth and sixth positions of the CARS multi-purpose field **must** be used to report deposit type.

Purpose

Treasury has converted to a new automated bank account reconciliation system. Deposit type is a required data element of this new system. To maximize the use of the automated matching features of this new system, the type of deposits being made to state bank accounts must be identified. Deposit type will be used as a matching criterion for reconciliation purposes.

Process

Treasury has identified eight (8) deposit types and assigned a multipurpose code to each, as outlined below:

# MEMORANDUM

Fiscal Officers of State Agencies and Institutions

July 30, 1999

Page 2

Type of Deposit	Multi-Purpose Deposit Code Identifier
Cash and check deposits	01
Lock box deposits	02
Wire-in deposits	03
Automated clearinghouse deposits	04
Credit card deposits	05
ZBA Transfers	06
Bank credit memos	07
Bank debit memos	08

When processing batch type 7 deposit transaction in CARS, the deposit type must be entered for each deposit certificate transaction in the fifth and sixth positions of the multipurpose field. If the transactions are entered on-line, CARS will right justify them correctly. If the transactions are input through an interface file, the deposit type **must be** in the fifth and sixth positions. For example, a routine cash deposit would be entered in the multipurpose field as XXXX01, where the "X" is a space. (Spaces do not have to be entered when the transaction is input on-line.)

Please contact Treasury's Vivian Shields at (804) 225-3175 if you are processing a deposit certificate and are not sure of the deposit type.

## Use of Multipurpose Field for Deposit Corrections

Correction codes 0302 and 0303 will continue to be used and a deposit type code must be entered for these transactions. These correcting transactions must have a deposit type code entered. For example, if Treasury requests that you prepare a deposit certificate to correct a previous deposit in which the bank found an error reducing your deposit, you would key the following into a multipurpose field: 030308 – 08 identifies the deposit type as a bank debit memo and 0303 identifies this as a negative correcting deposit transaction.

## Transition

Effective August 16, 1999, batch type 7 transactions processed into CARS without a valid deposit type code in the multi-purpose field will be rejected to the CARS error file. Agencies using the multi-purpose field for internal purposes or submitting data to CARS electronically have until August 16, 1999 to make the necessary changes to effect this change.

## Treasury/DOA Contacts

Questions concerning this memorandum should be addressed to either Kristin Reiter of the Department of the Treasury at (804) 225-3240 or me at (804) 225-2244.